

is your business protected?

Do you have a clearly communicated Anti Bullying Policy, Complaints Resolution Policy, Company Vehicle Policy, Mobile Telephone and Internet Policy or Leave Policy and Procedure?

These are just a few examples of Policies and Procedures that are required to help protect you and your business.

Over the years we have continually witnessed business owners not placing enough importance on implementing Policies and Procedures in the workplace. Unfortunately it often takes an incident that sadly ends up in a courtroom before they realise just how critical this is.

It is now not enough to just have Policies and Procedures simply on file in your workplace- they must now be shown to be communicated to all staff on a consistent basis.

Complaints and claims made by employees against employers are anticipated to increase with the introduction of the Fair Work Act. Recent Court decisions highlight the risk and cost of not complying with the employment requirements.

A year after a court issued fines totaling \$335,000 over the death from bullying of waitress Brodie Panlock, Worksafe Victoria are cracking down on Employers shown to be negligent in this area.

The three men and their boss, who turned a blind eye to the bullying, were fined \$115,000 and the company which owned the cafe in which she worked was fined \$220,000.

On 5 April 2011 the Victorian Government introduced the Crimes Amendment (Bullying) Bill 2011 into State Parliament.

The bill seeks to criminalise additional kinds of workplace bullying behaviour under an expanded definition of the current stalking laws.

One of the main areas highlighted for Employers regarding this is law is to ensure their anti-bullying policies and procedures are effective and communicated to staff on a regular basis.



what can you do to reduce the chance of this happening in your business?

One area that can be implemented immediately in your work place is relevant, up to date employment policies and procedures.

Many small businesses do not have the time, resources or understanding to implement the required employment policies and procedures. This exposes businesses owners to an increased risk of litigation. For the businesses that do have policies and procedures already documented, they must be continually updated, communicated and made readily assessable to all employees -again taking up precious time and resources.

The Ops Box is the solution.



The Ops Box has been developed with the needs of small to medium sized businesses in mind. It consists of 10 essential policies and procedures that ensure you are equipped to not only manage your staff fairly and consistently but also help protect your business. It is a cleverly designed flip top box or alternate compact flat pack that can be displayed in staff break areas or reception to ensure employees are always aware of how you expect them to work in your business.

The policies and procedures included in The Ops Box are:

- OH&S Policy
- Employee Code of Conduct
- Anti-Harassment Policy
- Anti-Bullying Policy
- Equal Opportunity Policy
- Induction Policy
- Email and Internet Policy
- Confidentiality Policy
- Complaints Resolution Policy
- Complaints Resolution Procedure



Protect your business now and for the future by making an investment in this essential workplace resource.

Standard Ops Box

Includes 10 unbranded policies and/or procedures per box.

price per box (excluding GST) **\$500** + GST

Tailored Ops Box

Includes your logo and 10 Company specific policies and/or procedures per box.

price per box (excluding GST) **\$900** + GST

Discounts may be negotiated for single orders of more than 5 boxes.

Note: All prices quoted are subject to change without notice. Visit our website to view our complete terms of business

yes!

I want to protect my business immediately!

Ready to order? Call us now on **0407 394 406**

or visit www.mojoconsulting.com.au for more information.

www.mojoconsulting.com.au

